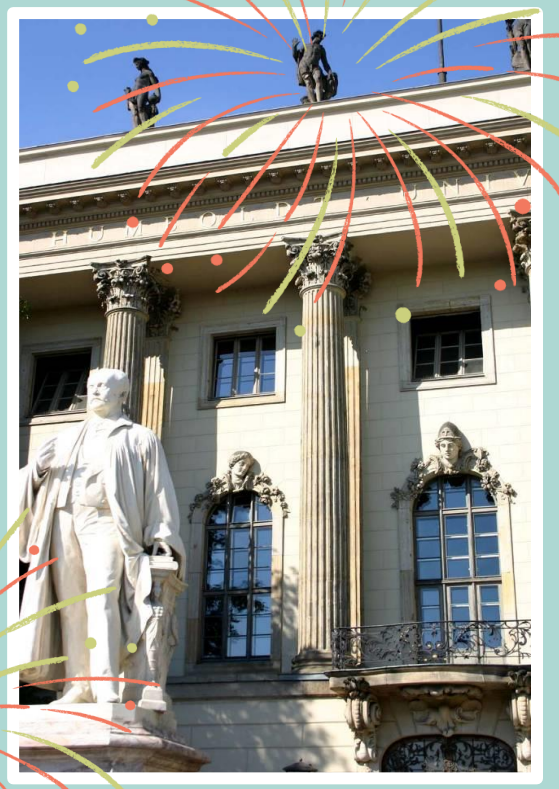
WELCOME Incoming Students of Winter Semester 2025/26!



In-Person Orientation Meeting – 06/10/2025

International Office
Faculty of Language, Literature and Humanities
Sprach- & literaturwissenschaftliche Fakultät

Humboldt-Universität zu Berlin

International Office – at Faculty

Head of International Office

Saskia Asmus, M.A.

Dorotheenstr. 24
Room: 3.411
Phone: +4930 2093 85019

E-Mail:

internationales.sprachlit@hu-berlin.de

Incoming Assistants

Annika Hövel / Kati Löffler

Dorotheenstr. 24
Room 3.412
Phone: +4930 2093 85143

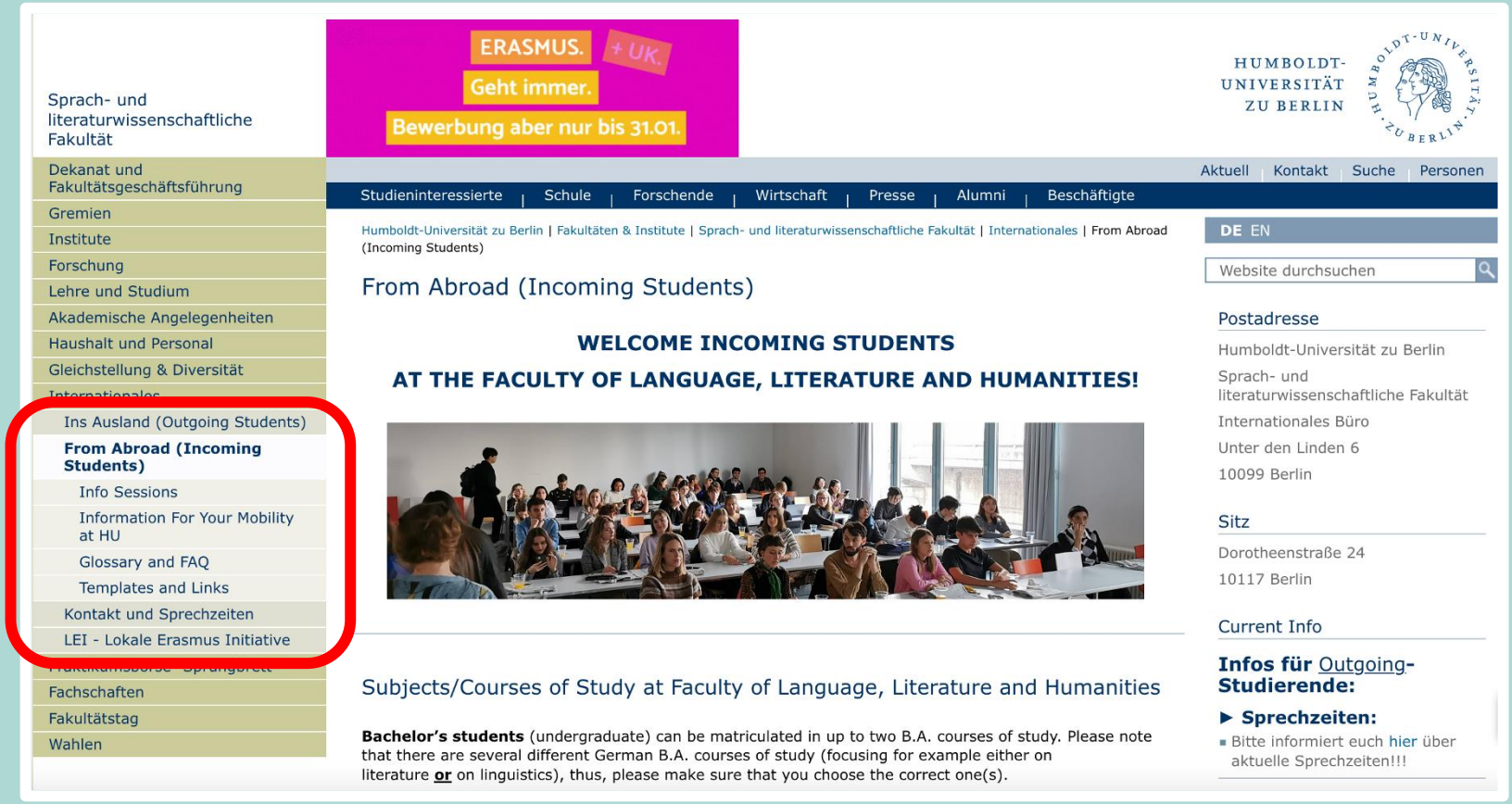
Questions about class selection, Learning Agreement, Transcript etc. to:
ects.sprachlit@hu-berlin.de

For information on our current Incoming consultation hours please check our **website.**

WEBSITE

International Office – at Faculty

- **Website:** https://fakultaeten.hu-berlin.de/de/sprachlit/international/from-abroad



WEBSITE

International Office – for HU

Incoming-Team

- E-Mail: exchange-students@hu-berlin.de
- Phone: +49 30 2093 46720
- individual consultations:
  - Monday 12:30 – 14:00
  - Wednesday 10:00 – 12:00
  - Unter den Linden 6, Room 2263

https://www.international.hu-berlin.de/de/an-die-hu/services-informationen

Contact when questions about:

- Matriculation (semester fee), health insurance
- HU account
- HU Student ID
- Transport Ticket (Deutschlandticket for students)
- TAN list for exam registration
- Berlin Perspectives Courses
- Accommodation
- Anmeldung etc.

Welcome Centre & HUGS (HU go study)

- University **support for international students**
- Workshops free of charge on various topics and events to meet new people and to network
- **HUGS Kick-off Zooms:** Study Organization, Cheap & Sustainable Berlin, Portals and Accounts, Campus Tours → **Register first!**
- **Welcome Services:** Accommodation, Registration in Berlin (Anmeldung), Visa Service, etc.
  - https://www.international.hu-berlin.de/de/an-die-hu/services-informationen
  - Possibilities to register in Berlin via Mobile registration office at HU > more info here

Topics

Start of Semester:

- Certificate of Arrival
- Class Selection (Summary)
  - Study Guides / AGNES
  - SprachLit CC
- Class Registration on AGNES
- Erasmus+ Learning Agreement

During the Semester:

- Class Changes
- Exams - Exam Registration

End of Semester:

- Signed SprachLit CC / Exam Statement
- Transcript of Records
- Erasmus+ Learning Agreement After
- Certificate of Departure

Other Information:

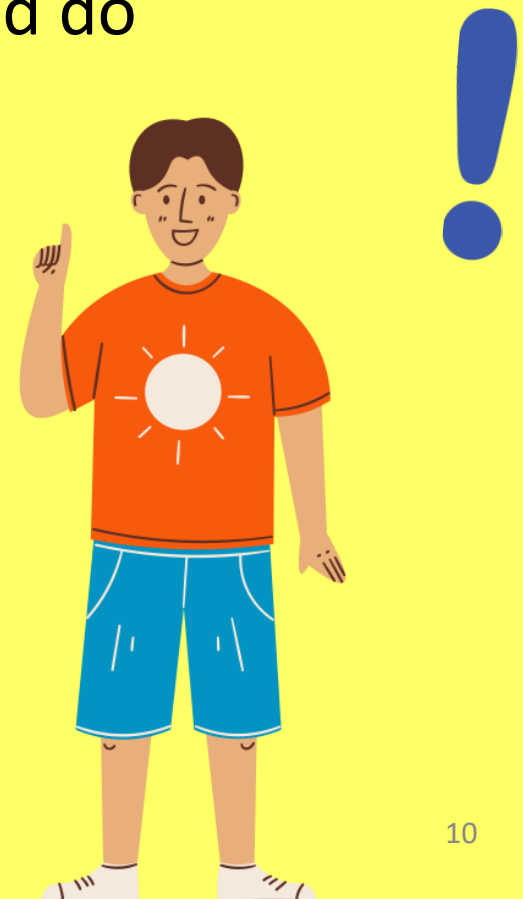
- Timeline Winter Semester 2025/26
- Studying with disabilities
- Local Erasmus+ Initiative (LEI)
- WhatsApp Group

BEFORE WE CONTINUE

Please note: HU is <u>not</u> fully digital or automatic.

Thus, you as Incoming **Students must become active** and do certain tasks (and mind deadlines):

- Class registration
- Exam registration
- Transcript creation (SprachLit CC + Exam Statement)
- Certificate of Arrival / Departure



WEBSITE

Certificate of Arrival

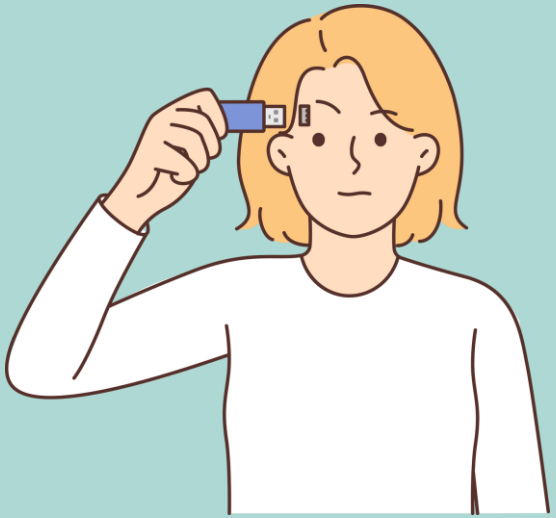
At semester start:

Certificate of Arrival

- The **start date for Winter Semester 2025/26** is **October 6, 2025**.
  (the date of the in-person orientation)
- **We will create a Certificate of Arrival for all students**.
- This will be **sent to you by e-mail** **after October 6**.
- **Exception**: **Participation in an intensive language course** before the start of the semester → Start of language course is also start of Winter Semester 2025/26.
  - If you are taking part in a language course, **please send us an e-mail** (ects.sprachlit@hu-berlin.de) with the **start date of the course** and a **course confirmation** (e.g. registration, bank transfer, confirmation of enrolment).

WEBSITE

Class Selection



Please remember …

- **To check:**
  - **Are you enrolled in the right course(s) of study?**
    → Please contact us (ects.sprachlit@hu-berlin.de), if changes are necessary
  - **Do you only need ECTS or also exams/grades?** (Check with home university)
- **No teaching and practical classes**
  - Incoming Students **cannot** take classes/modules from the teaching program/didactics (Lehramt)
  - Incoming Students **cannot** take classes from the Praxismodul/Praktikum
- **EACH WHOLE MODULE CAN ONLY BE TAKEN ONCE!**
- **No individual agreements**
  - Incoming Students **cannot** make any individual agreements with instructors. Everything must be confirmed by us.

WEBSITE

How to Check your Enrollment?

Without HU Account

- Check the „**Provisional confirmation for international students for programme studies at HU**“ you received via email

HUMBOLDT-UNIVERSITÄT ZU BERLIN

Provisional confirmation for international students for programme studies at Humboldt-Universität zu Berlin

Program: **University partnerships**
Matriculation ID: [redacted]
Name:
Date of Birth:
First subject of study: **B.A. Deutsch/German (Undergraduate / Bachelor)**

Second subject of study (if applicable):

The above-mentioned student has been confirmed for **1 semester(s)** and invited to enroll at Humboldt-Universität. This period of study will not be equivalent to an academic degree.

With HU Account

- Check your **Enrollment Certificate** on **AGNES**
- Log in with your HU account >
  - Choose "Certificates" on left sidebar
  - Choose your semester from the dropdown menu → click on "Select"
  - Click on the document to download the PDF file

Class Selection:

Which classes can you take?

- **Classes from your course(s) of study (at SprachLit faculty)**
  - Regular modules / single classes
  - Special modules (if available)
- In case of second matriculation at another faculty (only B.A.): classes from your second course of study
- Courses from the **Überfachlicher Wahlpflichtbereich** (= üWP)
- **Language courses** from the Language Centre
- **Berlin Perspectives courses**

WEBSITE

Class Selection:

Classes from your course of study

- You can **choose whole modules**
  - Take all components of module (e.g. VL + SE / SE + SE)
  - And take a final module examination (MAP)
  - → you get **ECTS + grade**
- Or you **choose single classes**
  - Pick single classes from modules (e.g SE or VL or UE)
  - You don't take a module exam (MAP)
  - → you don't receive grades, **you will just receive ECTS** for completed classes
- Check our **Study Guides for possible modules /courses**
- You register for classes via **AGNES** (after receiving HU Account)

WEBSITE

Class Selection:

Courses from üWP

- Courses for the **acquisition of interdisciplinary skills**, such as gender competences and intercultural competences, and the acquisition of key qualifications.
- the courses / modules cannot be from the course(s) of study you are enrolled in
- **You can take üWP classes from other courses of study at SprachLit faculty, other faculties or central institutions**.
- max. 2 courses / modules per semester
- only ECTS **no** exams/grades possible!
- üWP classes can be found in the course catalogue (AGNES) → **Only classes listed there count as üWP classes!**

WEBSITE

Class Selection:

Other Courses

- **Language courses at the Language Centre**
  - ECTS and graded exam
  - Course fees! (usually 20-50 € per semester)
  - registration via the website of the Language Centre
    - → **Check for registration dates and placement tests**

Please always verify with your home university in case of recognition.

- **Berlin Perspectives Courses**
  - Interdisciplinary seminars with a focus on Berlin
  - ECTS and grade
  - registration via AGNES
  - In case of questions please contact berlin.perspectives@hu-berlin.de

WEBSITE

Class Selection:

Where can you find the classes?

Study Guides of SprachLit Faculty

- Only relevant for classes/modules of your course of study from SprachLit Faculty!
- They give an **overview which components you need for each module** (seminars, lectures etc.), including info on the final module exam (MAP) and ECTS.
- You can only take modules / courses listed there.
- Link: Study Guides

Course Catalogue (AGNES)

- The **courses (and their modules) offered in the respective semester** can be found in the course catalogue.
- The course catalogue is listed according to faculties, institutes and courses of study.
- Link: https://agnes.hu-berlin.de → for Winter Semester 2025/26

WEBSITE

Class Selection:

3 Steps for SprachLit Class Selection

1. Check **Study Guide** of the course(s) of study you are enrolled in
2. Search for the module in the **course catalogue (AGNES)** (according to study guide) and **select courses**
3. Put module and its components (or single classes) on your **SprachLit Course Confirmation**

WEBSITE

Class Selection:

SprachLit Course Confirmation

- = SprachLit CC
- You will use this document throughout your exchange semester **exclusively for courses from the Faculty of Language, Literature, and Humanities** (Sprachlit Faculty).
- **Obligatory** in order to receive Transcript of Records from SprachLit Faculty after your semester/stay at HU-Berlin.

- You can find the **PDF template here**
  - Please **use Adobe Reader** to fill out the PDF form

WEBSITE

Class Selection:

How to fill out SprachLit CC

- **Only for modules / courses from your course(s) of study at SprachLit Faculty (Study Guides) + üWP courses / modules (AGNES)**
- **If you need exams / grades**
  - Select modules with all courses + exam according to module structure in study guide
- **If you only need ECTS (Pass/Fail)**
  - You can choose single classes from modules
- **If you are unsure if you need a grade: choose complete modules** with exams. You can always drop the exams. → **But please remember to let us know about changes!**

WEBSITE

Class Selection:

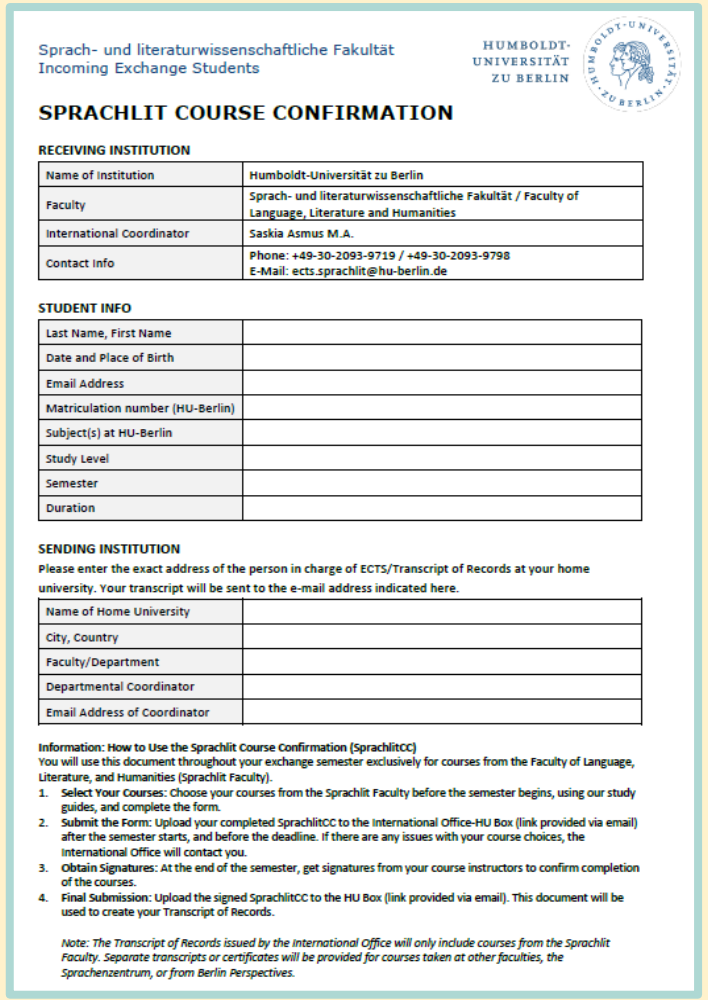
How to fill out SprachLit CC

- A module exam can only be taken if modules are taken according to the module structure.
- From experience of our past Incoming students:
  - **Do not choose more than 1 or 2 term papers per semester. If possible, choose other exam forms.**
  - > high workload after semester, take longer to be graded
- Remember: Tutorials are usually voluntary and are not part of the module structure. Please also list them on your SprachLit CC.
- **You build your class schedule yourself!**
- **It is your responsibility that your classes do not overlap!**

WEBSITE

Class Selection:

SprachLit CC – PDF Form



Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

SPRACHLIT COURSE CONFIRMATION

RECEIVING INSTITUTION

Name of Institution	Humboldt-Universität zu Berlin
Faculty	Sprach- und literaturwissenschaftliche Fakultät / Faculty of Language, Literature and Humanities
International Coordinator	Saskia Asmus M.A.
Contact Info	Phone: +49-30-2093-9719 / +49-30-2093-9798 E-Mail: ects.sprachlit@hu-berlin.de

STUDENT INFO

Last Name, First Name	
Date and Place of Birth	
Email Address	
Matriculation number (HU-Berlin)	
Subject(s) at HU-Berlin	
Study Level	
Semester	
Duration	

SENDING INSTITUTION

Please enter the exact address of the person in charge of ECTS/Transcript of Records at your home university. Your transcript will be sent to the e-mail address indicated here.

Name of Home University	
City, Country	
Faculty/Department	
Departmental Coordinator	
Email Address of Coordinator	

Information: How to Use the Sprachlit Course Confirmation (SprachlitCC)
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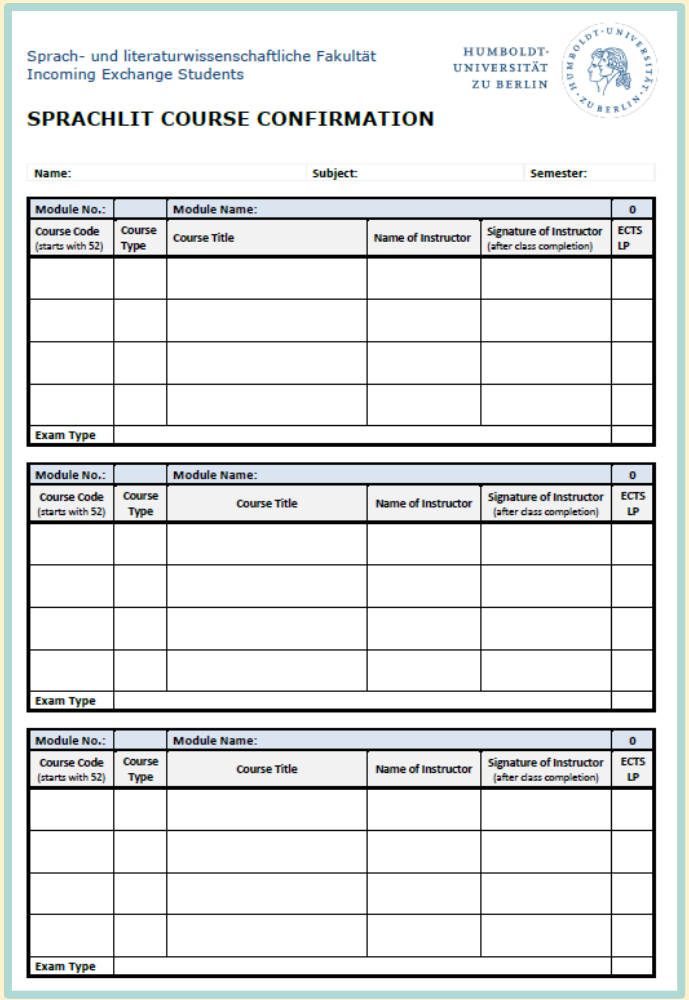
2. **Submit the Form:** Upload your completed SprachlitCC to the International Office-HU Box (link provided via email) after the semester starts, and before the deadline. If there are any issues with your course choices, the International Office will contact you.
3. **Obtain Signatures:** At the end of the semester, get signatures from your course instructors to confirm completion of the courses.
4. **Final Submission:** Upload the signed SprachlitCC to the HU Box (link provided via email). This document will be used to create your Transcript of Records.

Note: The Transcript of Records issued by the International Office will only include courses from the Sprachlit Faculty. Separate transcripts or certificates will be provided for courses taken at other faculties, the Sprachenzentrum, or from Berlin Perspectives.



Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

SPRACHLIT COURSE CONFIRMATION

Name: Subject: Semester:

Module No.:		Module Name:			0
Course Code (starts with 52)	Course Type	Course Title	Name of Instructor	Signature of Instructor (after class completion)	ECTS LP
Exam Type					

Module No.:		Module Name:			0
Course Code (starts with 52)	Course Type	Course Title	Name of Instructor	Signature of Instructor (after class completion)	ECTS LP
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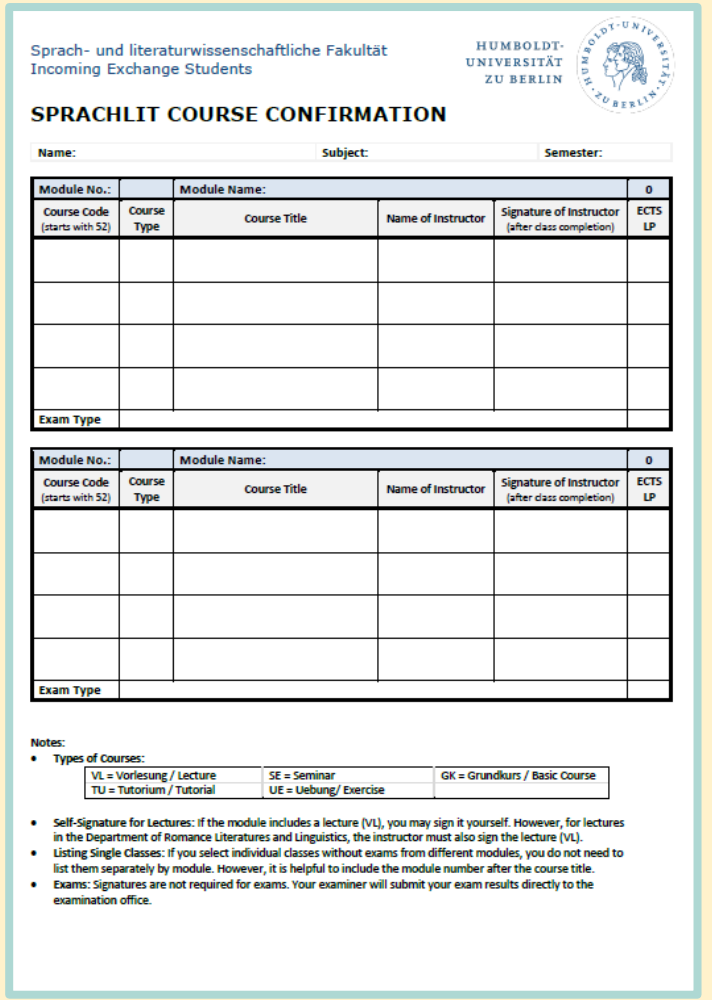

Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

SPRACHLIT COURSE CONFIRMATION

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Course Code (starts with 52)	Course Type	Course Title	Name of Instructor	Signature of Instructor (after class completion)	ECTS LP
Exam Type					

Module No.:		Module Name:			0
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Exam Type					

Notes:

- **Types of Courses:**

VL = Vorlesung / Lecture	SE = Seminar	GK = Grundkurs / Basic Course
TU = Tutorium / Tutorial	UE = Uebung/ Exercise	

- **Self-Signature for Lectures:** If the module includes a lecture (VL), you may sign it yourself. However, for lectures in the Department of Romance Literatures and Linguistics, the instructor must also sign the lecture (VL).
- **Listing Single Classes:** If you select individual classes without exams from different modules, you do not need to list them separately by module. However, it is helpful to include the module number after the course title.
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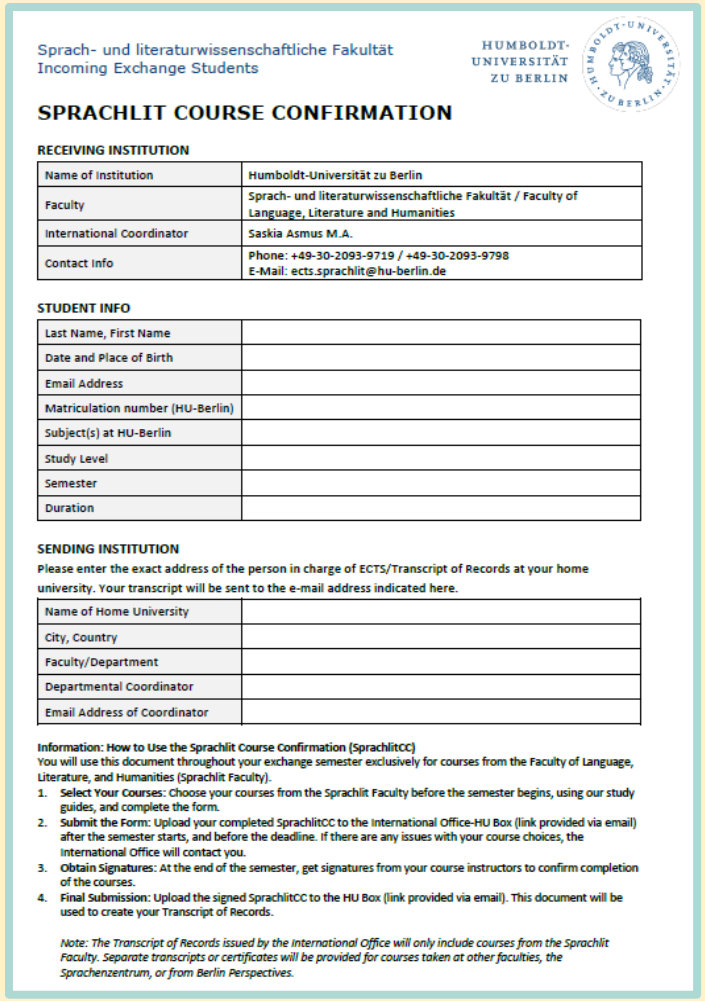
Class Selection:

SprachLit CC – PDF Form



Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

SPRACHLIT COURSE CONFIRMATION

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Name of Institution	Humboldt-Universität zu Berlin
Faculty	Sprach- und literaturwissenschaftliche Fakultät / Faculty of Language, Literature and Humanities
International Coordinator	Saskia Asmus M.A.
Contact Info	Phone: +49-30-2093-9719 / +49-30-2093-9798 E-Mail: ects.sprachlit@hu-berlin.de

STUDENT INFO

Last Name, First Name	
Date and Place of Birth	
Email Address	
Matriculation number (HU-Berlin)	
Subject(s) at HU-Berlin	
Study Level	
Semester	
Duration	

SENDING INSTITUTION

Please enter the exact address of the person in charge of ECTS/Transcript of Records at your home university. Your transcript will be sent to the e-mail address indicated here.

Name of Home University	
City, Country	
Faculty/Department	
Departmental Coordinator	
Email Address of Coordinator	

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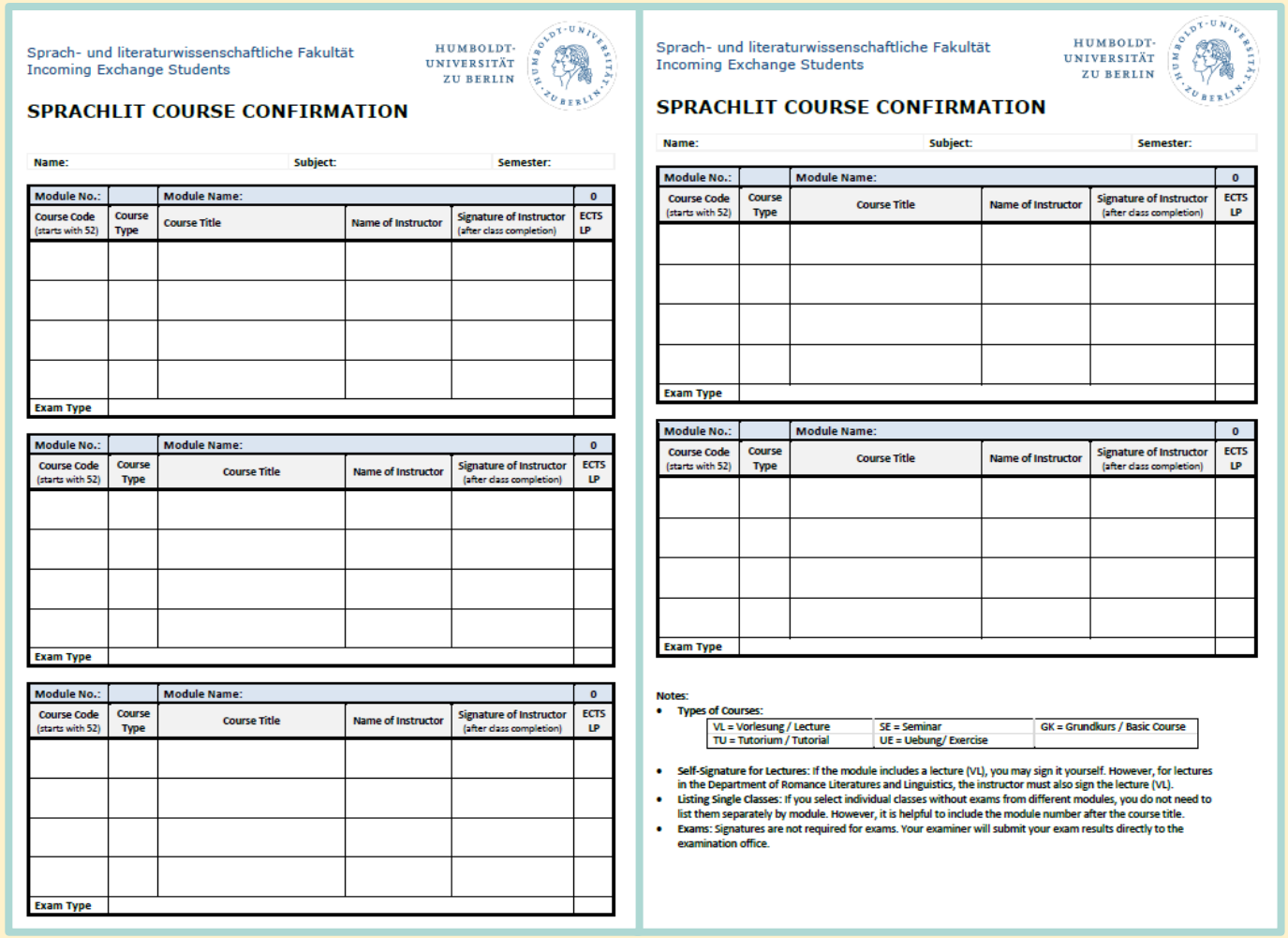
1. **Select Your Courses:** Choose your courses from the Sprachlit Faculty before the semester begins, using our study guides, and complete the form.
2. **Submit the Form:** Upload your completed SprachlitCC to the International Office-HU Box (link provided via email) after the semester starts, and before the deadline. If there are any issues with your course choices, the International Office will contact you.
3. **Obtain Signatures:** At the end of the semester, get signatures from your course instructors to confirm completion of the courses.
4. **Final Submission:** Upload the signed SprachlitCC to the HU Box (link provided via email). This document will be used to create your Transcript of Records.

Note: The Transcript of Records issued by the International Office will only include courses from the Sprachlit Faculty. Separate transcripts or certificates will be provided for courses taken at other faculties, the Sprachenzentrum, or from Berlin Perspectives.

- On the first page, fill in the your **student information**, including details about your stay at HU-Berlin (e.g. course of study, level of study, semester)
- You also enter information about your **sending institution**, especially the name and contact of your **departmental coordinator** (→ they receive your transcript).
- There you also find information on how to use the SprachLit CC.

Class Selection:

SprachLit CC – PDF Form



Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

SPRACHLIT COURSE CONFIRMATION

Name: Subject: Semester:

Module No.:		Module Name:			0
Course Code (starts with 52)	Course Type	Course Title	Name of Instructor	Signature of Instructor (after class completion)	ECTS LP
Exam Type					

Module No.:		Module Name:			0
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Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

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Exam Type					

Notes:

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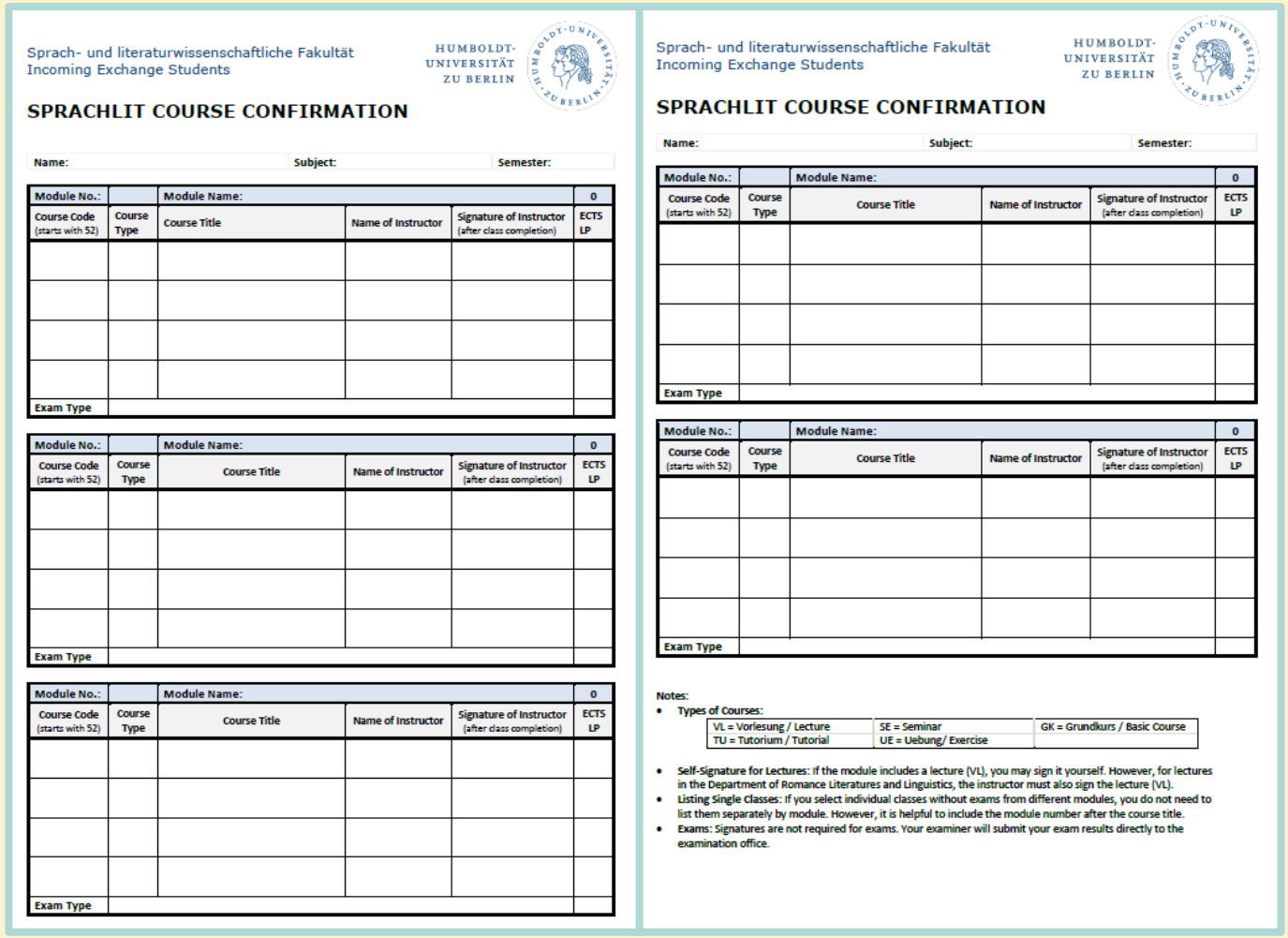
TU = Tutorium / Tutorial	UE = Uebung/ Exercise	

- Self-Signature for Lectures: If the module includes a lecture (VL), you may sign it yourself. However, for lectures in the Department of Romance Literatures and Linguistics, the instructor must also sign the lecture (VL).
- Listing Single Classes: If you select individual classes without exams from different modules, you do not need to list them separately by module. However, it is helpful to include the module number after the course title.
- Exams: Signatures are not required for exams. Your examiner will submit your exam results directly to the examination office.

- On pages 2 and 3 you will **list the courses / modules** that you will attend at the SprachLit faculty + üWP.
- You enter the courses of a module according to the **module structure** of the **Study Guides**
- Enter the course number, course title and lecturer as you have selected them in the **course catalogue (AGNES) for your semester**

Class Selection:

SprachLit CC – PDF Form



Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

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Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

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- Exams: Signatures are not required for exams. Your examiner will submit your exam results directly to the examination office.

- the ECTS for the entire module are added automatically after entering the ECTS per course.
- A total of all ECTS is also calculated on the last page.

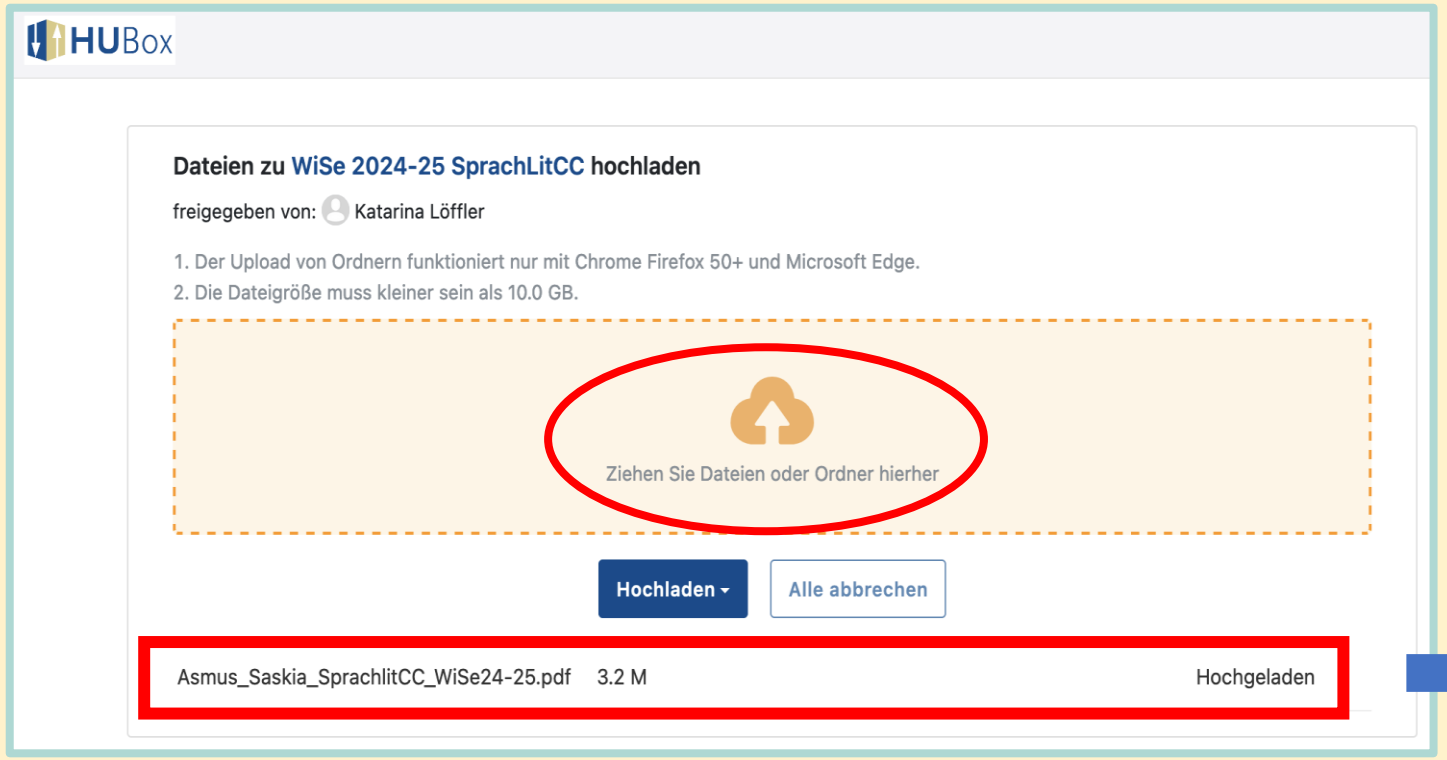
Class Selection:

SprachLit CC – Upload to HU Box

- Upload your completed SprachLit CC to the International Office-HU Box (= a cloud to share/upload/download files)
- If there are any issues with your course choices, we will contact you.
- **Deadline for Upload: October 21, 2025**
- **Link: https://box.hu-berlin.de/u/d/4cc21de9098f40b8960e/**
- **Name your PDF file as follows**:
  - **Last Name_First Name_SprachlitCC_WiSe25-26.pdf**
  - **Example:** Asmus_Saskia_SprachlitCC_WiSe25-26.pdf

Class Selection:

SprachLit CC – Upload to HU Box



- Drag the file into the yellow box and it will be uploaded automatically.
- **You don't receive a confirmation after uploading your file!**
- The upload was successful if the file name and "**Hochgeladen**" (uploaded) are displayed at the bottom of the box.

Class Selection:

SprachLit CC – No classes at SprachLit

- **If you don‘t take any classes at SprachLit faculty**
  - You don‘t need to fill out a SprachLit CC
  - **Please send us an e-mail** (ects.sprachlit@hu-berlin.de) to let us know, you won‘t take any classes at SprachLit

Thank you!

Class Selection:

Checklist

General:

- **Enrolled** in right Course(s) of Study?
- **Exams/grades** needed or **only ECTS** enough?
- Each module can only be taken once!!
- Check course times to **avoid overlapping**!!
- If a course has different groups > choose one group!
- Don‘t take too many courses! > **approx. 20-30 ECTS per semester**
- After activating HU Account > Class Registration on AGNES ☺

Class Selection:

Checklist

Sprachlit Faculty:

- Follow the **3 Steps** to select courses:
  - 1. **Check Study Guides** for each Course of Study
    - To see what courses are allowed > Choose Whole Modules / Single Courses
  - 2. **Check Course Catalogue** (AGNES)
    - Find those Modules / Single Courses for specific semester
    - Find üWP courses/modules (max. 2 per semester)
    - Maybe find additional Tutorials
  - 3. **Fill out SprachLit CC**
    - For following courses: from course of study, üWP, tutorials
    - All course info: module, number, type, title, instructor, ECTS, exam type

Class Selection:

Checklist

Other Areas:

- If also **enrolled at another faculty**: check guidelines/regulations at that faculty
- **Language Courses**:
  - Check website of Language Center for offered courses
  - ECTS + Exam + Grade
  - Register for courses on specific days
- **Berlin Perspectives**:
  - Check Course Catalogue on AGNES to find courses
  - ECTS + Exam + Grade

Class Registration

At semester start:

Class Registration on AGNES

- In order to register for the selected courses from the course catalogue (on AGNES) a **HU account is required**.
- Your HU account **must first be activated with a PIN**. You will **receive** this **PIN personally from the incoming team** (for entire HU) after you arrived in Berlin. → Visit their office to pick it up!
- **Don’t panic** if you don’t have your HU account yet. There is still time!
- If you have questions/problems with your HU account please write: exchange-students@hu-berlin.de
  - See also the info for exchange semester at HU-Berlin

WEBSITE

At semester start:

PIN Letter Pick-up (for HU Account)

- **Oct. 6, 2025 → 13:00 – 15:00** **>> well, isn‘t that bad timing …**
- **Oct. 8, 2025 → 13:00 – 15:00**
- International Service Center, Unter den Linden 6, Room 1068

- **If you missed the Pick-up slots:** → use individual consultations of Incoming Team:
  - Monday 12:30 – 14:00
  - Wednesday 10:00 – 12:00
  - Office: Unter den Linden 6, Room 2263

WEBSITE

At semester start:

Class Registration on AGNES - Guide

1. Open **AGNES** and log in with your **HU account**
2. Click on the class you want to register for
3. Choose a group (if there are different ones) and click on „**Register now/sign off**“
4. Make sure that the right course of study is selected at the top (only relevant for those matriculated in 2 BA courses of study)
5. Click on „**Register lectures**“
6. Make sure your schedule shows everywhere „**AN**“ (registered)
7. Take a **screenshot** of your schedule before the **deadline** (**October 8, 2025**) is over.

WEBSITE

At semester start:

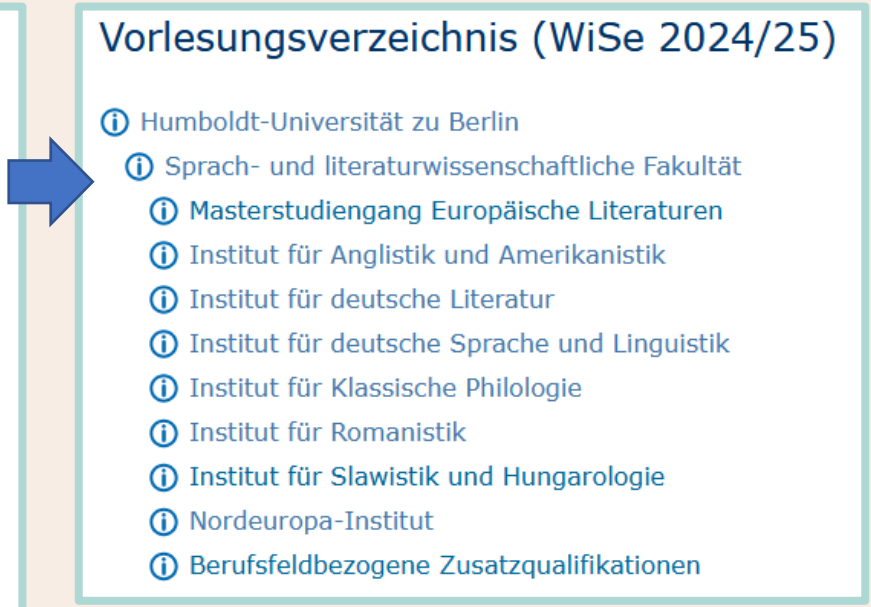
Class Registration on AGNES

- AGNES website: https://agnes.hu-berlin.de
- **Log in** with your HU account

- Make sure that the **correct semester** is selected.
- **Select 'Vorlesungs-verzeichnis'** from the left sidebar.
- You can change the language to English. But some info may still be in German.

At semester start:

Class Registration on AGNES



Step 2:

- Navigate through the course catalogue until you have reached the module in your course of study

→ Faculties

→ Departments

→ Study level (BA/MA)

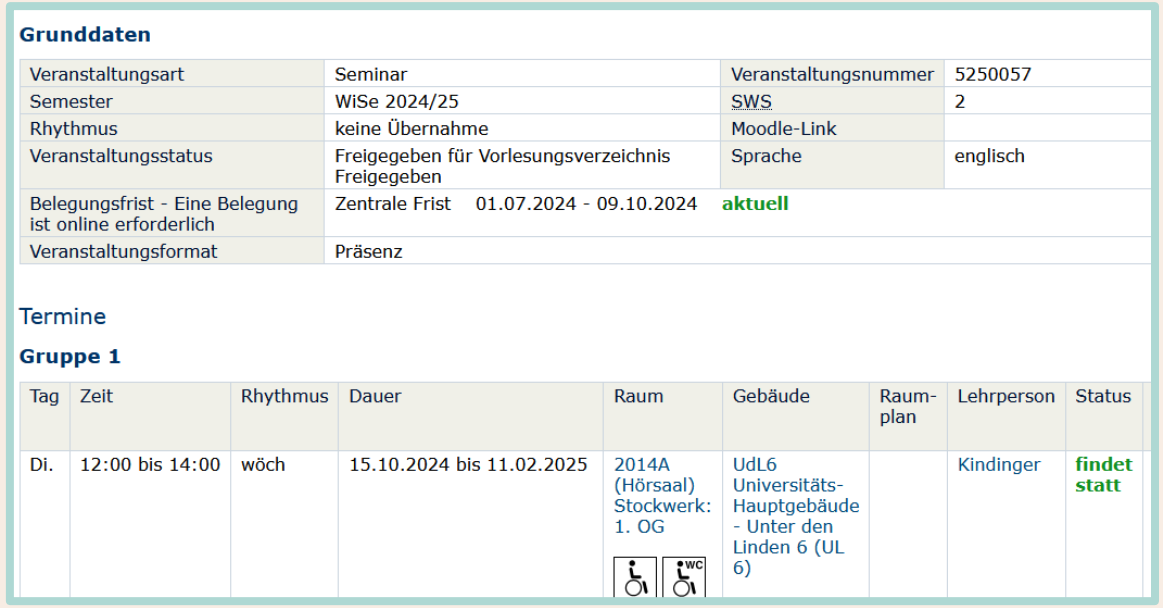
→ Course of Study

→ Module

At semester start:

Class Registration on AGNES

- If you click on the respective course, the **page with course information** will open.
- There you can find: day, time, lecturer, duration, room number, number of SWS and ECTS and, if applicable, a course description.
- **You will register for the course on this page.**



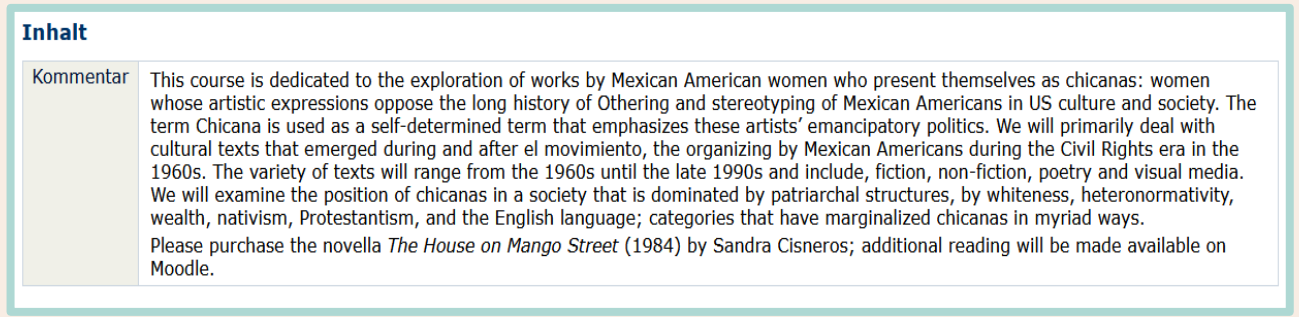
Grunddaten

Veranstaltungsart	Seminar	Veranstaltungsnummer	5250057
Semester	WiSe 2024/25	SWS	2
Rhythmus	keine Übernahme	Moodle-Link	
Veranstaltungsstatus	Freigegeben für Vorlesungsverzeichnis Freigegeben	Sprache	englisch
Belegungsfrist - Eine Belegung ist online erforderlich	Zentrale Frist 01.07.2024 - 09.10.2024	aktuell	
Veranstaltungsformat	Präsenz		

Termine

Gruppe 1

Tag	Zeit	Rhythmus	Dauer	Raum	Gebäude	Raum-plan	Lehrperson	Status
Di.	12:00 bis 14:00	wöch	15.10.2024 bis 11.02.2025	2014A (Hörsaal) Stockwerk: 1. OG	UdL6 Universitäts-Hauptgebäude - Unter den Linden 6 (UL 6)		Kindinger	findet statt



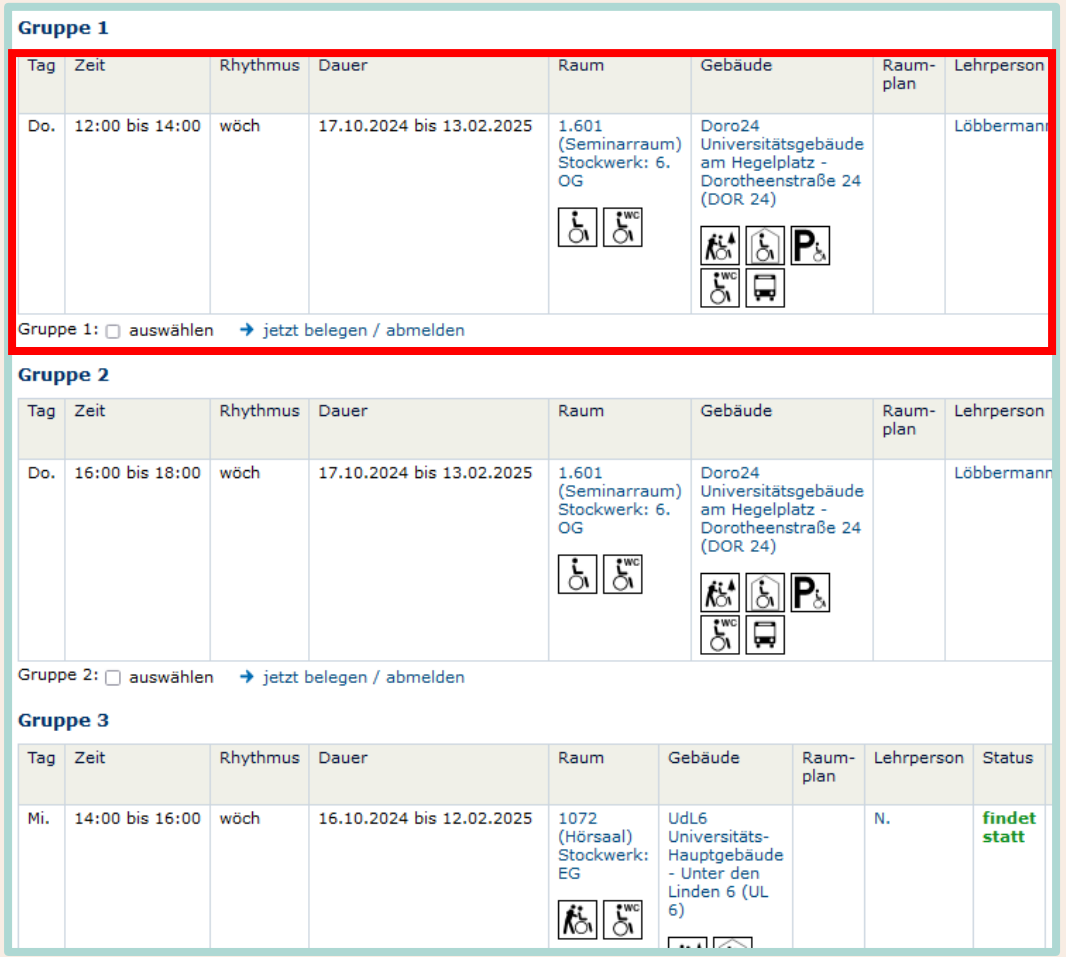
Inhalt

Kommentar	This course is dedicated to the exploration of works by Mexican American women who present themselves as chicanas: women whose artistic expressions oppose the long history of Othering and stereotyping of Mexican Americans in US culture and society. The term Chicana is used as a self-determined term that emphasizes these artists' emancipatory politics. We will primarily deal with cultural texts that emerged during and after el movimiento, the organizing by Mexican Americans during the Civil Rights era in the 1960s. The variety of texts will range from the 1960s until the late 1990s and include, fiction, non-fiction, poetry and visual media. We will examine the position of chicanas in a society that is dominated by patriarchal structures, by whiteness, heteronormativity, wealth, nativism, Protestantism, and the English language; categories that have marginalized chicanas in myriad ways. Please purchase the novella *The House on Mango Street* (1984) by Sandra Cisneros; additional reading will be made available on Moodle.

At semester start:

Class Registration on AGNES

- **Seminars can be organized in different groups.** This means that the seminar takes place at different times and may be led by different lecturers.
- In this case, **you only need to register for one group.**
- Remember to **enter the correct lecturer in the SprachLit CC.**



Gruppe 1

Tag	Zeit	Rhythmus	Dauer	Raum	Gebäude	Raum-plan	Lehrperson
Do.	12:00 bis 14:00	wöch	17.10.2024 bis 13.02.2025	1.601 (Seminarraum) Stockwerk: 6. OG	Doro24 Universitätsgebäude am Hegelplatz - Dorotheenstraße 24 (DOR 24)		Löbbermann

Gruppe 1: ☐ auswählen → jetzt belegen / abmelden

Gruppe 2

Tag	Zeit	Rhythmus	Dauer	Raum	Gebäude	Raum-plan	Lehrperson
Do.	16:00 bis 18:00	wöch	17.10.2024 bis 13.02.2025	1.601 (Seminarraum) Stockwerk: 6. OG	Doro24 Universitätsgebäude am Hegelplatz - Dorotheenstraße 24 (DOR 24)		Löbbermann

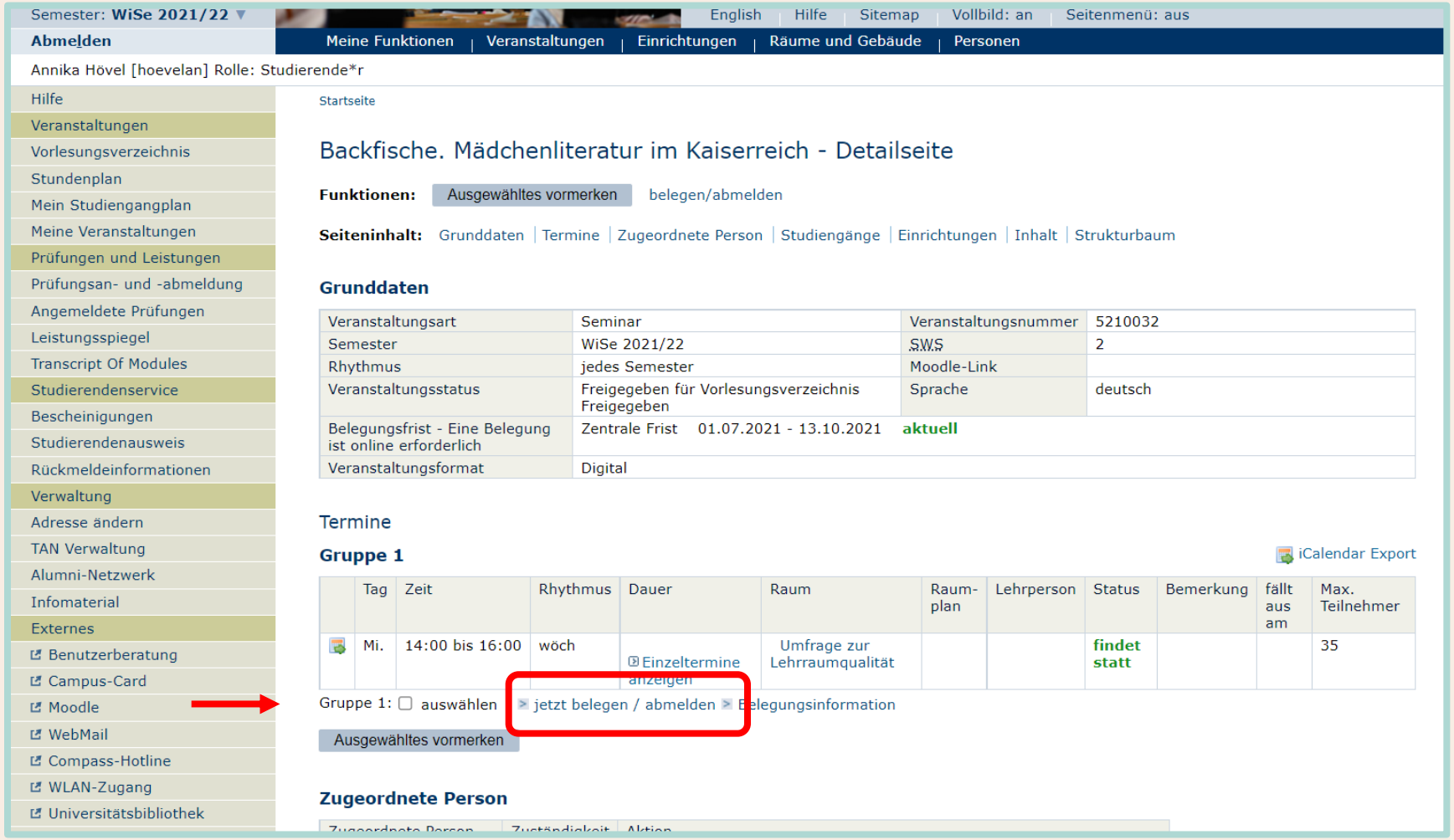
Gruppe 2: ☐ auswählen → jetzt belegen / abmelden

Gruppe 3

Tag	Zeit	Rhythmus	Dauer	Raum	Gebäude	Raum-plan	Lehrperson	Status
Mi.	14:00 bis 16:00	wöch	16.10.2024 bis 12.02.2025	1072 (Hörsaal) Stockwerk: EG	UdL6 Universitäts-Hauptgebäude - Unter den Linden 6 (UL 6)		N.	findet statt

At semester start:

Class Registration on AGNES



Step 3:

Choose a group (if there are different ones) and click on **„Register now / sign off“** (Jetzt belegen / abmelden).

At semester start:

Class Registration on AGNES

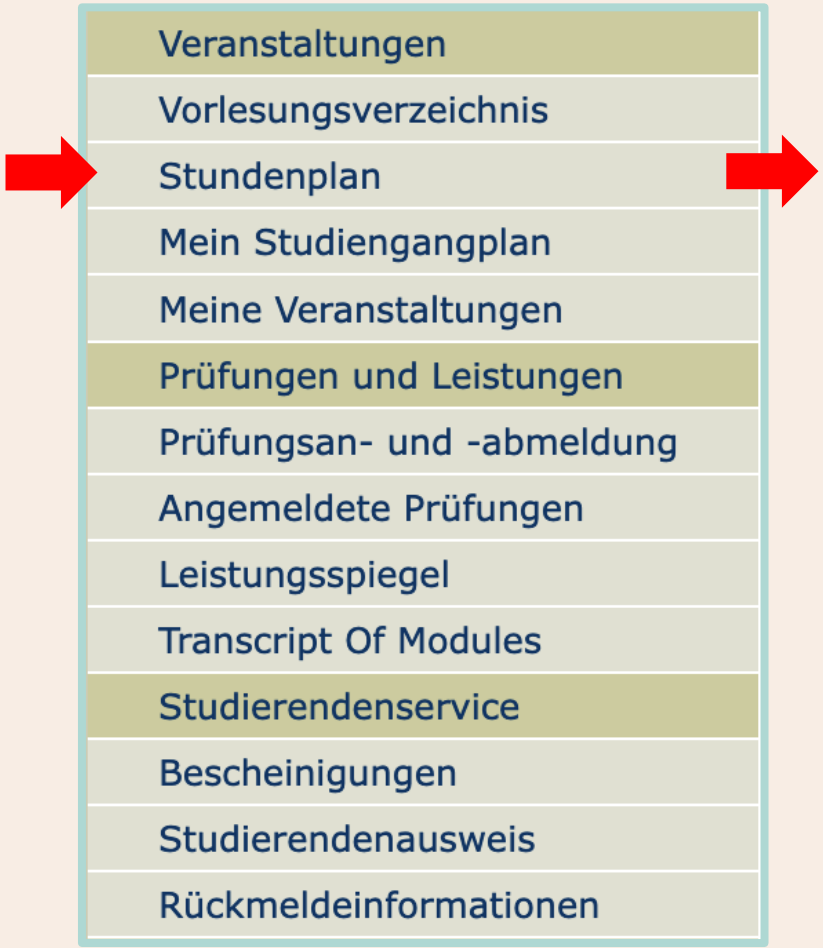
Step 4 + 5:

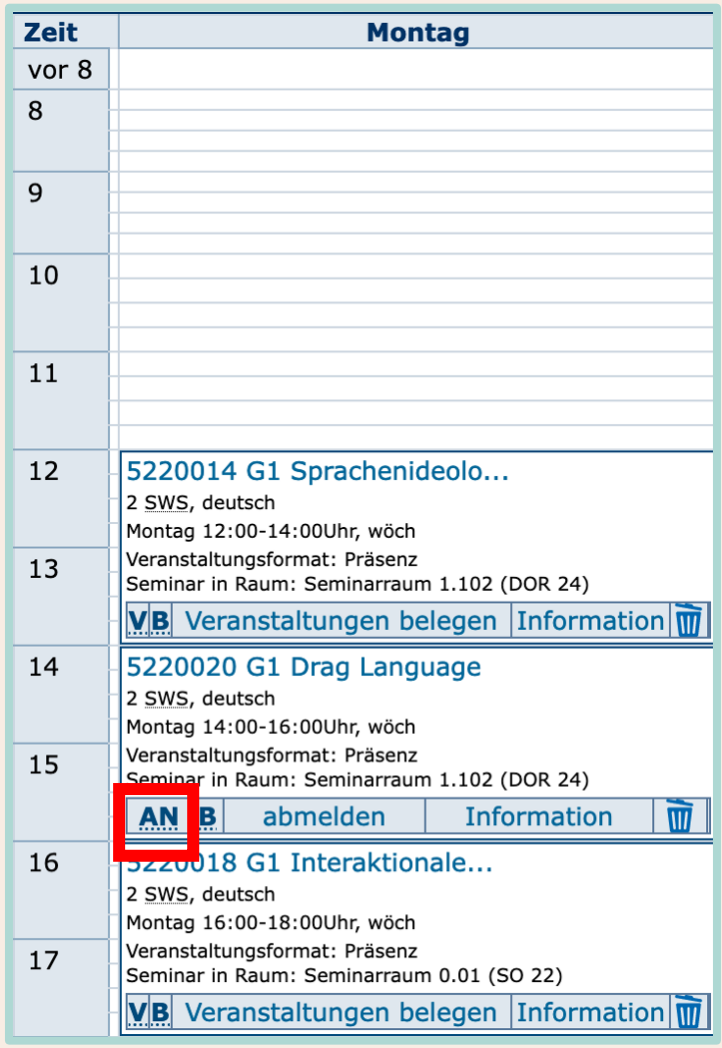
Make sure that the right course of study is selected at the top (if matriculated in 2 BA courses of study).

Then click on „**Register lectures**“.

At semester start:

Class Registration on AGNES - Schedule





Step 6 + 7:

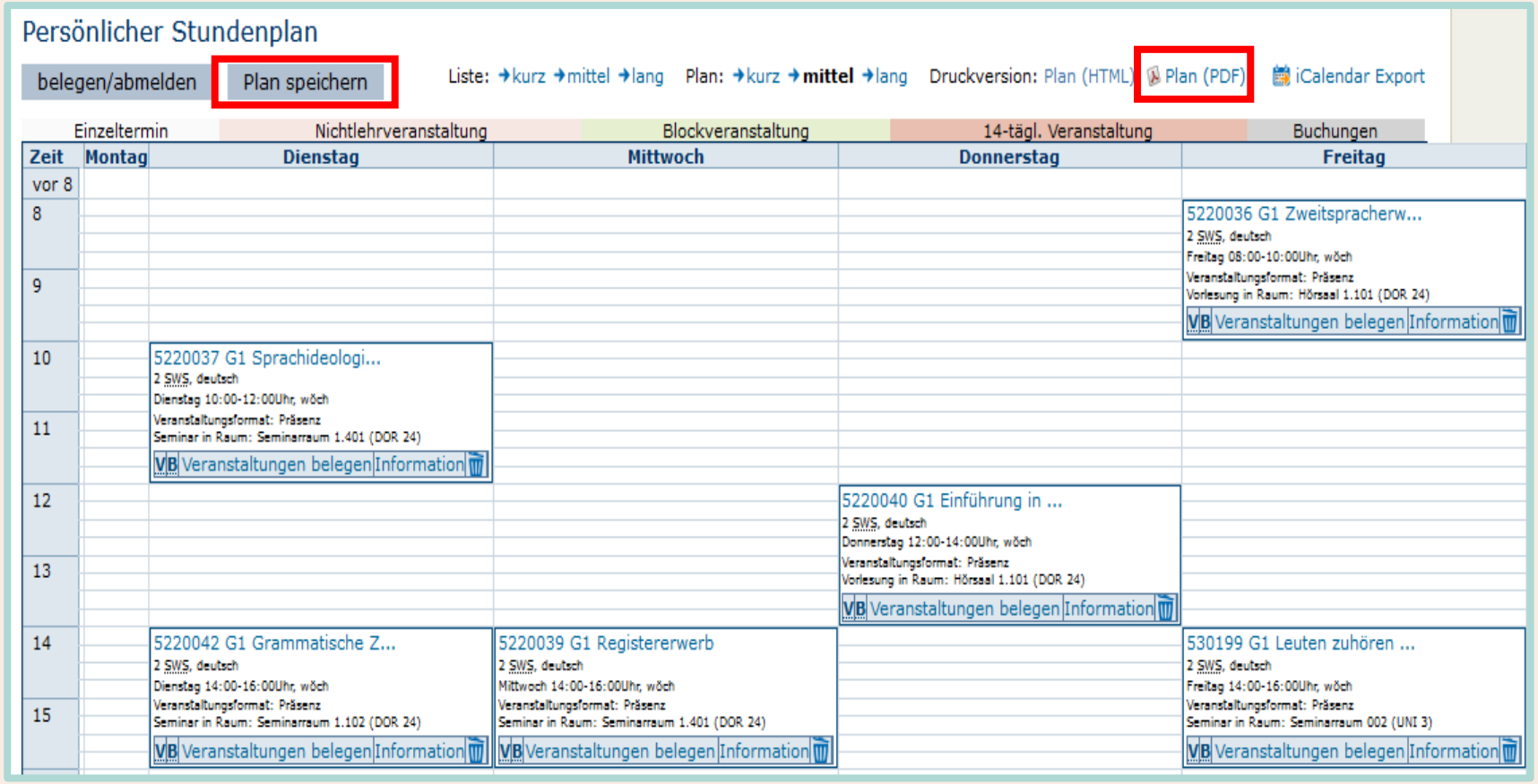
The courses you registered for, will show on your **schedule / Stundenplan**.

Make sure your schedule shows everywhere „**AN**“ (registered).

Take a screenshot of your schedule before the deadline (October 8) is over!

At semester start:

Class Registration on AGNES - Schedule



You can also **save** your schedule / Stundenplan **as a PDF**.

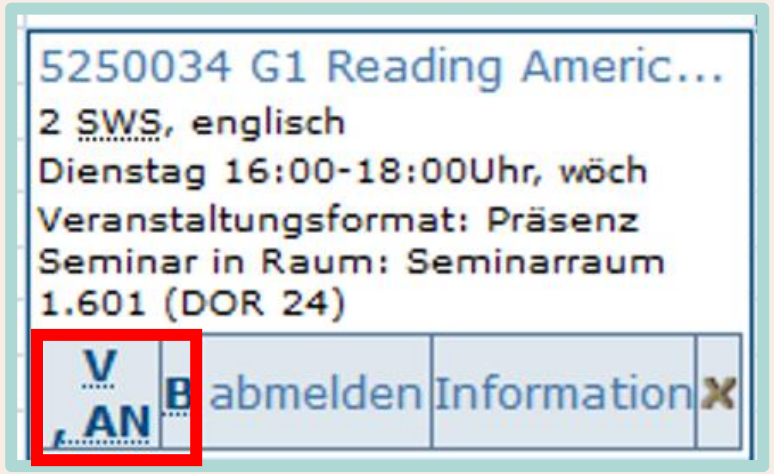
Don‘t forget to click on „Plan speichern“ (save schedule), just to be sure.

Take a Screenshot!

At semester start:

Class Registration on AGNES - Results

- It just matters when you first register that it says **„AN“ (registered)**.
- **Don‘t use automatic translation of website!**
- Please do not worry if this field has a different symbol or a „?“ later.
- The **weekend before lecture period starts**, you‘ll **receive automatic e-mails** telling you in which classes you have received a spot.



Automatic e-mail + class still in schedule in AGNES (with „ZU“ instead of „AN“) → received spot in class

no automatic e-mail + class is no longer in your schedule in AGNES → no spot in class

At semester start:

Class Registration on AGNES – No Spot

If you did not receive a spot or could not register on AGNES:

- DO NOT PANIC!
- Send an **e-mail to the instructor/go to the first session and ask** if you can still receive a spot.
- Most **important is that the instructor gave you a spot** and that you have **access to the Moodle course** (if there is one). Exam registration and your Transcript creation are separate from AGNES class registration.
- We cannot see or change anything regarding your class registration. You must **talk to the lecturers directly.**

WEBSITE

At semester start:

Class Registration on AGNES – No Spot

If you cannot get the spot after asking:

- Please **choose an alternative class** and **e-mail the instructor/go to the first session** of that class to ask if you can still join.
- Please make sure to follow the guide when choosing an alternative class (especially for whole modules).
- Don’t wait too long to pick an alternative class!

WEBSITE

At semester start:

Reminder of Deadlines

October 8, 2025	**Deadline for online class registration on AGNES**
October 13, 2025	Start of Lecture Period
October 21, 2025	Deadline to upload your **complete SprachLit Course Confirmation** to HU Box

IMPORTANT: Class Changes during the semester

- **If you change any classes during the semester you MUST always let us know** so that we can **update your SprachLit Course Confirmation**!
- Please also note that **NO individual arrangements are allowed**!

Erasmus+ (Online) Learning Agreement

- **Please use the Online Learning Agreement (OLA)**
  - Link: https://learning-agreement.eu/
  - **Responsible person at the receiving institution: Saskia Asmus**
  - E-mail address: internationales.sprachlit@hu-berlin.de (only for OLA)
- If you are unable to use OLA, please use a form provided by your home university
  - Responsible person is still Saskia Asmus
  - But please send your LA to ects.sprachlit@hu-berlin.de to get it signed digitally.
- For the **semester dates**, please put the **dates from the lecture period** → **October 13, 2025 – February 14, 2026**
- As start date you can **also put the date of our in-person orientation event** if your home university allows it. → **October 6, 2025**

WEBSITE

Erasmus+ (Online) Learning Agreement

- We confirm the actual start/end date of your mobility with the Certificate of Arrival/Departure.
- Please **list all of the classes you intend to take at HU** (classes from course(s) of study you are matriculated in as well as Language courses or Berlin Perspectives courses)
- Do not forget to put the **correct ECTS**!
- Please make sure everything is filled out before sending us your LA!
- **LA before mobility**: put in your preliminary class selection
- **LA during mobility**: we can sign it **after confirming your final SprachLit CC** (→ Deadline for final SprachLit CC: **October 21, 2025**)

WEBSITE

Erasmus+ (Online) Learning Agreement

- If you take **complete modules**, please put them on your LA as follows:
  - Either **all components + exam together** (left) **or**
  - **all components + exam seperately** (right).

Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
		Zusatzmodul: Einführung in die Literaturwissenschaft - Einführung in die Arbeitsfelder der Mediävistik (5210001) - Einführung in die Arbeitsfelder der Literaturwissenschaft (5210003) - Theorie und Praxis der Textinterpretation (5210501) - Lektürekurs: Franz Kafka (5210502) - Mündliche Prüfung	**Autumn**	**10**
				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*]				

Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	5210001	Einführung in die Arbeitsfelder der Mediävistik	**Autumn**	**2**
	5210003	Einführung in die Arbeitsfelder der Literaturwissenschaft	**Autumn**	**2**
	5210501	Theorie und Praxis der Textinterpretation	**Autumn**	**3**
	5210502	Lektürekurs: Franz Kafka	**Autumn**	**2**
		Zusatzmodul: Mündliche Prüfung	**Autumn**	**1**
				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*]				

During the Semester

Class Changes

Exams – Exam Registration

During the semester:

Class Changes during the semester

- **Only dropping!**
- **<u>No</u> adding possible!**
- **If you change any classes during the semester you MUST always inform us immediately!**
- And upload the updated **SprachLit Course Confirmation!**
- Please also remember that **<u>NO</u> individual arrangements with lecturers are allowed!**

During the semester:

Exam Form and Dates

- Please **check the study guides** for information on the exam.
- Your instructors will also inform you about the content and form as well as dates of the exams.
- There is **only 1 exam per module, not per class!** The grade will then count for the whole module (e.g. worth 10 ECTS).
- **Written, oral and take home exams** will probably take place from **mid to end of February, 2026.**
- **Term papers:** you have submit them **until March 1st, 2026. (Deadline by International Office)**

During the semester:

Overview of Exam Types

Exam Type	Infos
Written exam / Klausur	In person, between 60-90 minutes, several questions concerning the module (e.g. VL + SE)
Oral exam / mündliche Prüfung	In person, between 15-30 minutes, several questions concerning the module (e.g. VL + SE)
Take Home Exam	At home via „Prüfungs-Moodle“, specific amount of time and pages, details given by instructor, can concern several courses of a module
Term Paper / Hausarbeit	At home, between 10-12 pages of academic research, usually in one seminar of the module
Essay	At home, between 5-7 pages of academic research/discussion, usually in one seminar of the module

During the semester:

Exam Registration – on AGNES

- **Your class registration is not automatically an exam registration!**
- You must **register for all of your exams on AGNES.**
- **Exam Registration Period: approx. January 5 – January 20, 2025**
- You will need your **TAN list** for this.
  - If you have not received your TAN list by the middle/end of December, please email exchange-students@hu-berlin.de.
- You can **only take the exams you are registered for**. You must also **register term papers** (after having talked to your instructors).
- You can **deregister on AGNES until a week before the exam date**. If you miss this deadline and do not take the exam, it will count as failed.

WEBSITE

During the semester:

Exam Registration – on AGNES

To register for exams you need a code from your **TAN list**.

Please make sure that you **have your TAN list** to register **at the beginning of January 2026.**

WEBSITE

During the semester:

Exams

Compensation for disadvantages (accommodations):

- If you would like to apply for exam accommodation, please **let us know as soon as possible** so that we can help you with your application.

Failed exams:

- If you fail an exam, you will **not receive the ECTS for the exam** and on the **Transcript of Records only the exam will show „failed“.**
- Even if you fail an exam, you will **still receive the ECTS from the classes you completed** (since they are independent from the exam)

WEBSITE

During the semester:

Exams

Plagiarism:

- We speak of plagiarism if another authors scientific work is used without citation or indication of source and thus the written statements are issued as your own.
- Also, the purchase of a written work and the submission of another's work either in part or whole, which is issued as one's own, is considered plagiarism.
- **In case of plagiarism, your Transcript of Records will record "failed" and your home university will be officially notified of the issue. So don’t plagiarize!**
- **By the way: It‘s also forbidden to record (video/audio) during lectures/courses!**

Find more information:

- You can find more information on our website
- **We will also send you an information email and a reminder before registration opens. Please wait with your questions until then.**

WEBSITE

At the end of the semester

Signed Sprachlit CC – Exam Statement

Transcript of Records

Learning Agreement – After

Certificate of Departure

At the end of the semester:

SprachLit CC – Get Signatures

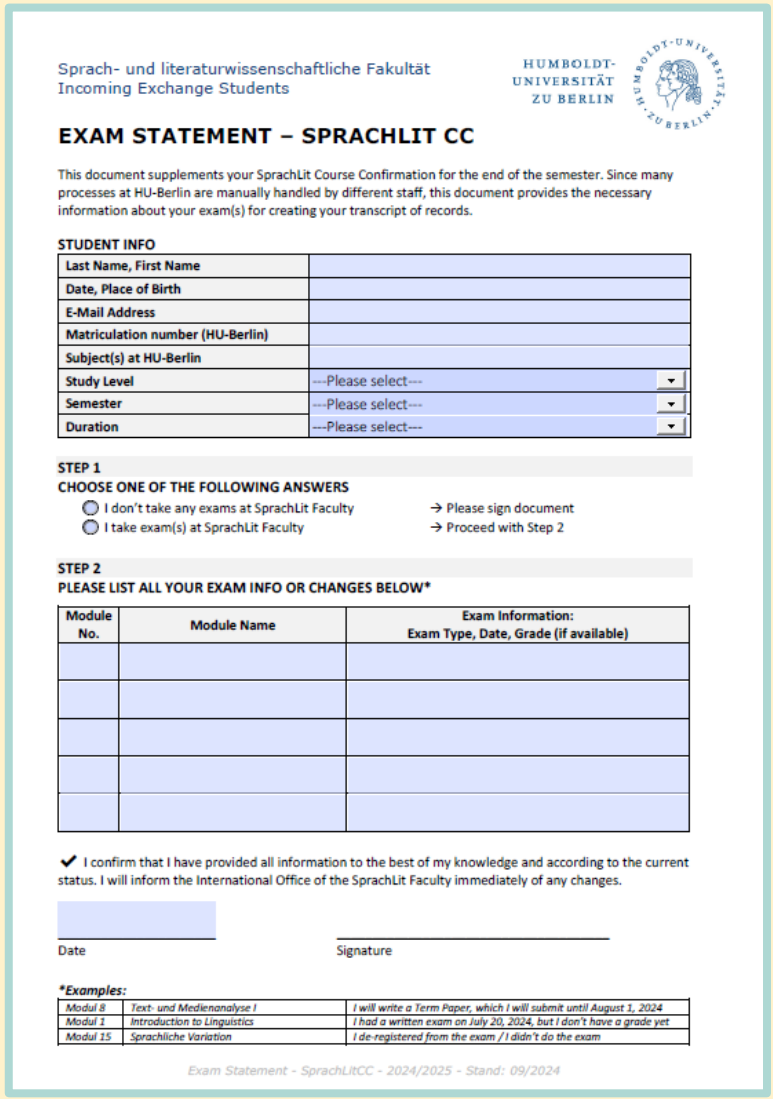
- **Get signatures from your course instructors** to confirm completion of the courses at the end of your semester.
  - Option A: Print the document and get signatures in person.
  - Option B: Send the document via email to instructors and ask for digital signatures.
- **All signatures must be in one document!**

Module No.:	Option B	Module Name: Literary History and Paradigms			10
Course Code (starts with 52)	Course Type	Course Title	Name of Instructor	Signature of Instructor (after class completion)	ECTS LP
5250050	VL	American Literary History I: Beginnings to 1918	Prof. Dr. phil Martin Klepper	Fakename	1
5250053	VL	American Cultural History	Prof. Dr. phil Martin Klepper	Fakename	2
5250057	SE	Paradigms of American Literature: Chicana Poetics	Dr. Evangelia Kindinger		
Exam Type	Term Paper / Hausarbeit				3

If the module includes a lecture (VL), you may sign it yourself (with your own name). However, for lectures in the Department of Romance Literatures and Linguistics, the instructor must also sign the lecture (VL).

At the end of the semester:

Exam Statement



Sprach- und literaturwissenschaftliche Fakultät
Incoming Exchange Students

HUMBOLDT-UNIVERSITÄT ZU BERLIN

EXAM STATEMENT – SPRACHLIT CC

This document supplements your SprachLit Course Confirmation for the end of the semester. Since many processes at HU-Berlin are manually handled by different staff, this document provides the necessary information about your exam(s) for creating your transcript of records.

STUDENT INFO

Last Name, First Name	
Date, Place of Birth	
E-Mail Address	
Matriculation number (HU-Berlin)	
Subject(s) at HU-Berlin	
Study Level	---Please select---
Semester	---Please select---
Duration	---Please select---

STEP 1
CHOOSE ONE OF THE FOLLOWING ANSWERS

◯ I don't take any exams at SprachLit Faculty → Please sign document
◯ I take exam(s) at SprachLit Faculty → Proceed with Step 2

STEP 2
PLEASE LIST ALL YOUR EXAM INFO OR CHANGES BELOW*

Module No.	Module Name	Exam Information: Exam Type, Date, Grade (if available)

✔ I confirm that I have provided all information to the best of my knowledge and according to the current status. I will inform the International Office of the SprachLit Faculty immediately of any changes.

Date _____ Signature _____

Examples:

Modul 8	*Text- und Medienanalyse I*	*I will write a Term Paper, which I will submit until August 1, 2024*
Modul 1	*Introduction to Linguistics*	*I had a written exam on July 20, 2024, but I don't have a grade yet*
Modul 15	*Sprachliche Variation*	*I de-registered from the exam / I didn't do the exam*

Exam Statement - SprachLitCC - 2024/2025 - Stand: 09/2024

- This document supplements your SprachLit Course Confirmation for the end of the semester and **provides the necessary information about your exam(s)** for creating your transcript of records.
- Fill out your **student and exam information** and **sign the document**.
  - Even if you don‘t take exams, you still need to sign and upload the Exam Statement!
- At the bottom of the document you can find some examples for exam information.
- You can find the **PDF template here.**

At the end of the semester:

SprachLit CC + Exam Statement - Upload

- These documents will be used to create your Transcript of Records.
- **AGAIN: Nothing happens automatically at HU**.
- **If you do not hand in your signed SprachLit CC + Exam Statement, your Transcript will not be created!!**

- Upload the **signed SprachlitCC + Exam Statement** to the **HU Box**.
- The link will be sent via e-mail at the end of the semester.
- **Deadline to upload both documents: March 1st, 2026**

At the end of the semester:

Transcript of Records

- Your Transcript will be created **manually** after all necessary information is available: Signed SprachLit CC, Exam Statement and exam results.
  - Having all information available does not mean that your transcript will be issued immediately and automaticially!
- **The creation can take several weeks!**
- How long it takes depends on the availability of HU staff, when you provide the necessary documents and the grading process. Especially Term Papers take a while to be graded!
- We will then **send** your Transcript t**o you and your home university via email**.

At the end of the semester:

Transcript of Records

- Note: The **Transcript of Records issued by the SprachLit International Office** will **only include courses from the SprachLit Faculty.**
  - Modules / classes from the course(s) of study you are enrolled in
  - and üWP courses / additional tutorials
- For Language Courses from the **Language Centre and Berlin Perspectives Courses** you will receive a **separate certificate** which you must **send to your home university yourself**.
- If you are **matriculated at another faculty as well**, you must **check with that Erasmus+ coordinator** regarding your Transcript from this faculty.

➔ You can find more information on our **website.**

At the end of the semester:

Erasmus+ Learning Agreement - After

- Usually the **Transcript counts as LA After** so no separate document is needed. If your home university demands it, please let us know.
- We can **only sign the LA After <u>after</u>** we have **created your Transcript**.
- If you need **a preliminary LA After**, we must have **your signed SprachLit CC + Exam Statement**. Please fill out the LA After and put „pending“ instead of grades.
- **In general: Please always contact us and not your instructors, the examination offices etc.**

➔ You can find more information on our **website**.

Certificate of Departure

- You get the **document from your home university** (if they require one).
- Please fill out all information and put **Saskia Asmus as responsible person**.
- As start date (if required), please put **October 6, 2025**.
- As **end date** please put the **date of your last in-person exam** (term papers do not count).
- **Send it to us via e-mail** (ects.sprachlit@hu-berlin.de) so that **we can sign it**.
- Please note that we cannot sign it before the end date you put on the document.

WEBSITE

Other Information

Timeline Winter Semester 2025/26

Studying with disabilities

Local Erasmus+ Initiative (LEI) – Activities WiSe 2025/26

WhatsApp Group

Reminder - Consultations

Timeline - Winter Semester 2025/26

October 8, 2025	**Deadline for class registration on AGNES**
October 13, 2025	**Start of Lecture Period** (No lectures on October 13, 2025 > Dies Academicus)
October 21, 2025	**Deadline to upload your final SprachLit Course Confirmation**
December 22, 2025 – January 3, 2026	**Semester Break > no classes**
Approx. January 5 – January 20, 2026	**Exam registration on AGNES**
February 14, 2026	**End of Lecture Period**
Approx. February 14 – February 25, 2026	Exam period (oral/written exams, Take-Home-Exams) (term papers might have a later deadline)
After end of lecture period	Upload your signed SprachLit Course Confirmation and Exam Statement to receive your transcript (**Deadline: March 1, 2026**) Send us your Certificate of Departure to sign

Studying with disabilities

- Please contact us via e-mail if you need compensation for disadvantages (accommodations) for your classes and/or exams, we will then help you with the next steps.
- E-mail: ects.sprachlit@hu-berlin.de

WEBSITE

The Local Erasmus+ Initiative (LEI)

- Website: https://fakultaeten.hu-berlin.de/de/sprachlit/international/lei

LEI – Activities in WiSe 2025/26

TEASER

OCTOBER

- **08/10/2025 – 15/10/2025 – Festival of Lights**
  - **We might offer to organize a tour > still looking for help**
  - **Otherwise it‘s easy to check out and enjoy by yourself**
  - **Link: https://festival-of-lights.de/de/**

Image Rights: https://festival-of-lights.de/de/programm-2024; https://festival-of-lights.de/en/galerie/; HU Sprachlit International Office

LEI – Activities in WiSe 2025/26

TEASER

NOVEMBER

- We are currently looking at offers for:
  - Museums / Exhibitions
  - Theater
  - Daytrip – for example to Potsdam

You would like to help organize?
Or know of a good event?
Get in touch with Saskia/Annika/Kati
Email: ects.sprachlit@hu-berlin.de

Image Rights: HU Sprachlit International Office

LEI – Activities in WiSe 2025/26

TEASER

DECEMBER

- Visit Lucia Christmas Market with us
  - At Kulturbrauerei – Prenzlauer Berg
  - Christmas Market with Scandinavian flair
  - Most delicious Glögg in town

Image Rights: https://www.lucia-weihnachtsmarkt.de/fotogalerie/; HU Sprachlit International Office

LEI – Activities in WiSe 2025/26

Only Teasers for now – we will keep you updated!

>> So keep your eyes open

More information for each activity will be provided via WhatsApp Group for SprachLit Incoming Students

→ **Join the group!**

→ **Let‘s enjoy Berlin together!**

Tips - Free Museums / Exhibitions

- **National Socialism**
  - Stiftung „Topographie des Terrors“ → Place of remembrance on the grounds of the SS leadership
  - T4 - Memorial for the "euthanasia" murder victims
- **GDR**
  - GDR Exhibitions – Daily Life & Heavy Metal in the GDR (at Kulturbrauerei Berlin)
  - Exhibition “Site of German division” → tells personal stories about the division (at Tränenpalast)
  - Berlin Wall Memorial & Documentation Center
- **Present**
  - Humboldt Labor (at Humboldt Forum) → Scientists from Humboldt-Universität show their interdisciplinary research on the interaction between humans and the environment → Exhibition „After Nature“
  - Futurium – House of Futures → Exhibitions and events on the topic of shaping the future in Berlin
  - Museum for Urban Contemporary Art → Streetart museum

Tips - Free Events

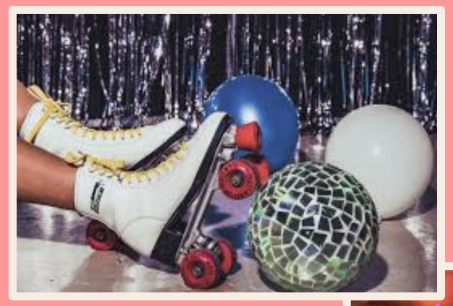
- **Oct. 8, 2025 – January 18, 2026:** [Out of the Box – 75 Years of the Academy of Arts Archive]
  - Exhibition
  - tells 75 stories about the work of memory, the creation of artistic works, the structure and organisation of cultural knowledge, tradition and gaps
  - Might be free on Tuesdays, otherwise 7-10 € >> Check website

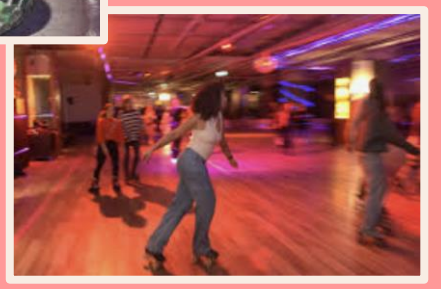
- **Sept. 2025 – June 2026:** [Free lunchtime concerts at the Philharmonie]
  - Every Wednesday at 13:00; duration approx. 40-50 minutes
  - Free admission, possible to buy lunch there
  - No reservations, better to be there early

- **Nov. 1 – Nov. 10, 2025:** [Berlin Science Week]
  - Experience cutting-edge research up close, talk to experts and discover how science shapes the world around you.
  - Free of charge, advance registration required for some events

Image Rights: https://www.adk.de/de/programm/index.htm?we_objectID=68081; https://www.berliner-philharmoniker.de/konzerte/lunchkonzerte/; https://berlinscienceweek.com/de

Tips - Free Events





- Roller Disco (Instagram)
  - At ZIK in Steglitz (Zik – Zeit ist knapp /Zentrum für internationale Künste)
  - Every Thursday, 18:00 – 23:00
  - Free entry, but donations are welcome
  - Roller skates can be rented for 3.50 €

- **Nov. 20, 2025 – January 1, 2026: Winter Film Festival at Nikolaiviertel**
  - At Nikolaikirchplatz
  - Free cinema experience with the classic film ‘Die Feuerzangenbowle’
  - Movie starts at the following times:
    - Mon-Fri at 17:00 and 19:30; Sat/Sun at 14:00, 17:00 and 19:30

Image Rights: https://www.bz-berlin.de/berlin/steglitzer-kreisel-rollschuh-disco; https://geheimtippmuenchen.de/event/disco-roller-dance/; https://www.berlin.de/kino/filmfestivals/5075128-2020379-winter-film-fest.html; https://berlin-nikolaiviertel.com/2024/11/ab-20-november-das-winter-film-fest-mit-feuerzangenbowle/

Tips - Free Events

You want to find more free events?

→Check out these Apps/Websites:

- Gratis in Berlin: https://www.gratis-in-berlin.de/

- Rausgegangen: https://rausgegangen.de/berlin/
  - Google Play Store
  - Apple App Store

Reminder - Consultations

We offer consultations on a regular basis:

- Check our **website** "Kontakt und Sprechzeiten" for days and times
- Open consultation hours, **no appointment necessary**!
- Usually **in person** in our office (DOR24, R. 3.412/3.411), via **Zoom** or **phone**

WEBSITE

Reminder – upcoming events

- **October 8, 2025: PIN Letter Pick-up (to activate HU Account)**
  - International Service Center, Unter den Linden 6, Room 1068
  - **13:00 – 15:00**

- **October 8, 2025: Orientation for International students and doctoral candidates**
  - International Office – Incoming Team (for entire HU-Berlin)
  - **10:00 – 12:00**
  - Dorotheenstr. 24, 10117 Berlin, Fritz-Reuter-Saal

WEBSITE

We wish all of you a successful and inspiring time at HU and in Berlin!

International Office
Faculty of Language, Literature and Humanities